

RENEWAL OF K-12 ADMINISTRATOR LICENSE

Only a five-year, standard license is eligible for renewal. Requirements vary depending on the type of administrator license as follows:

Non-Practicing Administrator

Can be renewed with a completed Licensure Application and documented proof of one of the following:

- Official certificates showing five (5) continuing education units (CEU's) in content or job/skill related area; **OR**
- Official sealed transcripts showing three (3) semester hours in content or job/skill related area

Entry Level Administrator (5 Year, Non-Renewable)

Cannot be renewed. Can be converted to a Standard Career Level Administrator license with both of the following:

- Completed Licensure Application; **AND**
- Official certificates showing five (5) entry level credits (OSL)

Standard Career Level Administrator

Can be renewed with a completed Licensure Application and one of the following:

- Official certificates showing seventy (70) School Executive Management Institute (SEMI) credits; **OR**
- Official sealed transcripts showing six (6) semester hours in content or job/skill related area; **OR**
- A combination of official sealed transcripts and SEMI certificates showing three (3) semester hours in content or job/skill related area **AND** thirty-five (35) SEMI credits

Renew your license online through your [ELMS account](#) by completing an application and uploading copies of SEMI's or CEU's. Convert your license by completing a paper application and uploading it to your [ELMS account](#) as a PDF

Please note: transcripts **cannot** be uploaded by the educator. If renewing a license with coursework, please contact the college/university to submit an official, electronic copy directly from the institution's electronic transcript vendor.

For more information regarding Licensure renewal/conversion and your specific license, please refer to the [Guidelines for Mississippi Educator Licensure K-12](#)

Email: teachersupport@mdek12.org with licensure-related questions.

Call: 601.359.3483 between 9am-4pm CST Monday-Friday